



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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**OFFICE ASSISTANT (TYPING) or  
OFFICE TECHNICIAN (TYPING)  
\$2,073 – \$2,733 or \$2,598 - \$3,157  
LICENSING BACKGROUND BUREAU  
SACRAMENTO**

**RESPONSIBILITIES:**

Under general supervision, the incumbent performs a variety of office duties and provides technical clerical support/assistance to the staff of the Licensing Background Bureau. Duties include but are not limited to: inputting case information into the Bureau's case tracking system; retrieving and inputting confidential licensing background information into confidential computer data bases and handling the processing and inputting of route insurance company officer and director changes and updates into a special data base; maintaining and tracking files; forwarding incoming telephone inquiries to the appropriate staff; handling and processing mail; assisting professional staff in locating or obtaining reports of evidence; utilizing a variety of programs to prepare letters, reports, spreadsheets, etc.; develop reports; and other duties as required.

**DESIRABLE QUALIFICATIONS:**

Candidates should possess the ability to work independently, work cooperatively with others, and deal tactfully with the public have; have good interpersonal skills; good verbal and written communication skills; good grammar and spelling; good typing skills, and good computer skills including knowledge of computer applications such as Microsoft Word, Excel, and Access; be dependable; exercise good judgment; be able to handle multiple assignments efficiently and in a timely manner in a fast paced environment; have good attendance; and the ability to lift 40 pounds.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Office Assistant (typing) or Office Technician (Typing) level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Stephanie Brewer, Department of Insurance - Human Resources Management, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "OA (Typ) #146-1379-XXX" or "OT (Typ) #146-1139-XXX" on the State application.** For additional information, please call (916) 492-3411.

**FINAL FILING DATE: April 9, 2007.**

**NOTE:** Interested individuals must submit applications by the final filing date in order to be considered for this position.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

dp 03/21/07